13 Jul 1973

MEMORANDUM FOR: Records Administration Staff

SUBJECT   :   Records Control Schedule Changes Recorded
                    During Fiscal Year 1973 (Schedule No. 23-72)

   I.   The following Records Schedule changes have been made
        within the Office of Current Intelligence during the
        past fiscal year (1973), and are hereby submitted for
        your approval:

        A.   DDI Coordinator on International Narcotics Matters
             (DDI/CINM)

             A completely new addition to OCI's Records
             Control Schedule.   (See attached copies.)

        B.   European Division

25X1A
             ██████████████████████████████████████ The
             disposition instruction of Item No. 1 and Item
             No. 7 should be changed to read as follows:

                 "Temporary. Screen files periodically,
             destroy files when no longer of current interest
             (except that inactive files determined to have
             future value may be transferred to the Records
             Center for a two year retention period, then
             destroyed.)"

        C.   Office of the Director

             Please delete item number 11, CIB Card File.
             This has been discontinued because the actual
             CIB documents are kept on hand and it is
             unnecessary to maintain the logs. This card
             file has been destroyed by the Office.

25X1A

APPROVED: ████████████████████████████
            ISAS Chief, Records Admin Branch

            18 Oct 73

cc: to RecCtr

SECRET

STATINTL

███████████

For your signature please. You may sign
only the original and have Bernie stamp the
others if you so desire.
████████████ completed the schedule in
June, it came forward, was reviewed and some
items discussed with Tom which I thought
required changing. All were resolved in the
light of current events and philosophy.

Other than the portion of the schedule for
the National Indication Center I have readily
accepted. Tom feels the NIC will never release
its records from the Pentagon but his office XX
feels bound to include them on this schedule .
If, at a later date, this schedule needs revising
it can be done then.

I have no further quarrel with the OCI
schedule and feel it is a job well done by Tom.

If Bernie will call me after it has been
signed I ⅓ can instruct her in the disposition
of most of the copies.

Thank you.

████████████

12/11/72

Item #4a - Admin Staff. - Perm. to
Item 6e - FE Div, Vt. Task Force   20 yrs
                              Perm to 25 yrs

STATINTL

STATINTL

Schedule signed by
█████████████ 22 Dec 72

Distributed 2 Jan 73.   ██████████

$23-72$

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

OFFICE OF CURRENT INTELLIGENCE

(41)

SECRET   **24 JUL 1972**

In accordance with Federal Statutes
and Records Disposition Authorization granted
by the U. S. Congress the attached Records
Control Schedule #23-72 for the Office of
Current Intelligence is approved and imple-
mentation of the disposition instructions
contained therein is authorized.

25X1A   25X1A

Preparation: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮   Review ▮▮▮▮▮▮▮▮▮▮

25X1A   ─────────────────────
             OCI Records Officer   25X1A

Concurrence: ▮▮▮▮▮▮▮▮▮▮▮   Approved: ▮▮▮▮▮▮
             ─────────────────────────
             Director of Current Intelligence   ▮▮▮▮▮▮▮▮▮▮▮▮▮

5X1A Concurrence: ▮▮▮▮▮▮▮▮▮▮
                   ─────────────────────   CIA Records Admin Officer
                   DDI Records Management Officer
                                                  Dec. 29, 1972
                                                  ─────────────────
                                                  Date

                                             CLASSIFIED BY 62-0001

SECRET   Automatically Declassified on
                               Approval of DCI

SECRET

RECORDS CONTROL SCHEDULE	SCHEDULE NO. 23-72	25X1A

OFFICE, DIVISION, BRANCH	SIGNATURE
OCI/Office of the Director	Richard Lehman
	TITLE DATE
	D/OCI

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	OFFICE SUBJECT FILE		
	a. Consists of correspondence and memoranda to and from other components within the Agency, the USIB community, the DDI, the DCI, etc. Filed by component or subject category.	2.0	Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years, then transfer to Records Center.
	b. File contains manuals on Agency intelligence directives, decisions, policy and procedural materials. Filed in notebooks and binders.	1.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.
	*c. Strategic warning files. File contains memos reflecting the results and "mission" of the SWWG. Some are predictions, post-mortems and improvements being made in regard to strategic warning.		
	*Transferred to INDICO		
	d. O/D/OCI Admin Files	1.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2	CONVENIENCE FILE (CHRONO)		
	a. Copies of all correspondence signed by the D/OCI, DD/OCI, C/PS, C/PS(CIB), and C/Mgt. Staff. Filed chronologically.	1.0	Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current file area for two years, then transfer to the Records Center.
	*b. Copies of Current Intelligence Memos. Filed chronologically.		
	*Discontinued		
3	USIB and ONE FILES		
	The file contains agenda, reports, and directives of the US Intelligence Board. File is maintained for reference and guidance of OCI personnel. Official USIB files are maintained by the Secretariat. Maintained chronologically. Contains copies of memoranda originated by ONE (NIES, SNIES, etc.)	8.0	Temporary. Destroy when obsolete or not longer needed for reference.
4	REFERENCE PUBLICATIONS		
	a. Consists of copies of OCI publications that are retained for reference purposes for this Staff. Included are the Bulletin, the SVN, the Weekly, the Watch Report, and others. Filed chronologically within each category.	2.0	Temporary. Destroy on a monthly basis.
	b. DIA/NSA Publications	1.0	Temporary. Destroy on a monthly basis.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	MAIL CONTROL LOGS Control records maintained on the receipt and disposition of classified material. Maintained in accordance with security regulations. Destruction record is also entered on the log.		
	a. TS Log	.1	Temporary. Destroy 10 years after documents shown on forms are down-graded, transferred to the Records Center, destroyed or sent outside control point.
	b. Collateral Log	.1	Temporary. Destroy 10 years after documents shown on forms are down-graded, transfe-red to the Records Center, destroyed or sent outside control point.
6	LIBRARY MATERIAL A group of books on topics of interest to the Staff. These include Political Handbooks, Biographic Register, Official Register, books on Communism and others.	14.	Temporary. Return to the Library when no longer needed.
7	*SIG/303 (SENSITIVE) *Discontinued by OCI. Permanent copies returned to DDP.		
8	*NSSMs Memoranda pertaining to and as a result of the NSC function. Consists of memoranda with actions going to and from the WH, and NSC Staff. *Discontinued. Permanent file retained by O/DDI		

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET   (41)

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	*PERSONAL FILES Personal files of employees on special assignments and TDYs who are part of the D/OCI's staff. *Discontinued. Now kept in OCI/Admin		
10	SPECIAL PROJECTS Sometimes only permanent record of highly sensitive special projects done by D/OCI Staff.	6.0	Permanent. Disposal not authorized. When no longer needed in current files area, retire to Records Center.
11	CIB CARD FILE Index file of CIB items. Discontinued See memo 13 Jul 1973 RD 7/8/73	2.0	Permanent. Disposal not authorized. When no longer needed in current files area, retire to Records Center.

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RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

(41)

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RECORDS CONTROL SCHEDULE	SCHEDULE NO. 23/72

OFFICE, DIVISION, BRANCH	CONCURRENCE
OCI/National Indications Center	SIGNATURE ████████████████████
	TITLE Director, NIC DATE 14 June 1972

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	WATCH COMMITTEE REPORTS Combined Watch Reports of the United States Intelligence Board - 1956 to present.	2.0	Permanent. Disposal not authorized. Retain in the National Indications Center (NIC) indefinitely. Retire to Records when no longer needed for reference purposes.
2	SUPPORTING DOCUMENTS (PKG. DEALS) (Weekly) These papers include the day-to-day operations leading to the Watch Committee meeting on Wednesday-- i.e., Preliminary Agenda, NIC Draft Watch Report, Consolidated Draft for Wednesday meeting, Watch Committee Draft Watch Report with USIB changes; Combined Watch Report and the administrative notes taken at the meeting on Wednesday. January 1966 to present.	9.0	Permanent. Disposal not authorized. Retain in NIC, space permitting. Transfer to Records Center.
3	INDICATIONS REPORTS These reports contain basic papers such as general indicator lists, Asian general indicator list, ████ alert indicator lists, ██████████ Guide, warning surveys, plus extra copies, and supporting material for these reports. (NIC retains extra copies for the requirements of the intelligence community.)	12.0	One copy of each indicator list -- permanent in NIC. One copy to be transferred to Records Center. Temporary retention pending review of supporting material (2 cubic feet).
4	WATCH COMMITTEE BACKUP Compilation of substantive information prepared weekly for Watch Committee agencies.	8.0	Temporary, retention pending review by substantive analysts.
5	SPECIAL STUDIES, CHRONOLOGIES These include the Cuban Crisis (Soviet Bloc Armed Forces and Cuban Crisis Chronology and Discussion), 1962; North Vietnam Military Mobilization, 1966; Summary on Czechoslovakia, 1968; and others.	2.5	Permanent. Disposal not authorized. Retain in NIC, space permitting--extra copies transferred to Records Center when space is at a premium.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	NIC PRODUCTION FILES Files of substantive reports prepared by NIC, 1956-1970.	1.0	Retain in NIC, space permitting; disposition will be determined by substantive analysts.
7	SPECIAL WORKING GROUPS 25X1A	1.0	To be retained in NIC as long as required. To be checked with Records Center prior to destruction.
8	WATCH OFFICERS NOTES (Daily) Digest of all-source incoming intelligence information.	4.0	Hard copy retained in NIC for one year. Microfilmed copy retained permanently in NIC.
9	NIC ADMINISTRATION These include Memorandums for the Watch Committee Members, 1962 to present; files setting up the NIC and other publications used for reference purposes; i.e., DCIDs, NSAMs, NSC 5438, USIB Extracts, Speeches, CIA, DDI and OCI regulations, notices and handbooks, etc.	3.0	Retain in NIC until obsolete; transfer Memorandums for Watch Committee Members to Records Center. Retain indefinitely in NIC the files setting up NIC.
10	PERSONNEL FILES Personnel file on each member of the NIC.	1.0	Temporary. Destroy after separation of employee.

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

RECORDS CONTROL SCHEDULE		SCHEDULE NO. STATINTL	23-73

OFFICE. DIVISION. BRANCH	SIGNATURE	
OCI (DDI/CINM) Coordinator on International Narcotics Matters	TITLE DDI Coordinator on International Narcotics Matters	DATE 21 June 1973

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	CINM Chronological Files - 1970 to present: Contains copies of all correspondence memoranda for record, covering memos for action and/or information, action documents and attachments.	0.5	Permanent: Record material. Review holdings every two years. Destroy obsolete and irrevelant material. Retire closed files to Records Center for retention.
2.	Narcotics Intelligence Community Files - 1970 to present: Consists of copies of correspondence, terms of reference, records of action, and related material concerning Cabinet Committee and ancillary bodies, BNDD, ONNI, SAODAP, ODALE, Customs, Interpol, DEA, R&D Subcommittee	3.0	Permanent: Record material. Review every two years, destroy obsolete or non-pertinent material. Retain material documenting CINM activity. Retire closed selected files to Records Center for retention.
3.	Foreign Intelligence Subcommittee and COMINT Working Group Files - 1970 to present: Consists of notices, agendas, minutes and correspondence of record.	0.2	Permanent: Record material. Review every two years and retire selected closed files to Records Center.
4.	Country Files - 1970 to present: C Consists of Narcotics Country Action Plans (NCAPs), related traffic, and substantive intelligence information reports. Alphabetical by country.	2.3	Temporary: Non-record material. Review annually, destroy obsolete material.

FORM NO. 126

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	Intelligence Support Files - 1969 to present: Consists of correspondence relating to intelligence support provided by CINM and copies thereof, distribution thereof, and related material.	0.5	Permanent: Record material. Review every three years, destroy obsolete and non-pertinent material. Retire selected closed files to Records Center.
6.	Overhead Reconnaissance Files - 1970 to present: Consists of correspondence, memoranda, and records of activity concerning Overhead Reconnaissance Committee, aerial detection, R&D activity.	0.1	Permanent: Record material. Review every two years. Destroy obsolete and non-relevant material. Retire selected closed files to Records Center.
7.	Legislation and International Conventions --1970 to present: Texts and related materials; Congressional activity and commentary.	0.5	Temporary: Review annually. Destroy obsolete and non-relevant material.
8.	Intelligence Production Files - 1970 to present: Consists of file copies of finished intelligence and related correspondence.	0.7	Permanent: Record material. Review annually, retire superseded or out-dated material to Records Center.
9.	Administrative Files - 1970 to present: Accumulation of general administrative records, correspondence, office memoranda, DDI notices, OCI notices, agency notices, personnel papers, travel records, security matters, records management, etc.	0.5	Temporary: Non-record material. Retain until obsolete or no longer needed. Destroy.
10.	Reference materials - Consists of library books, handbooks, Congressional records, ██████ bound volumes on narcotics, press releases, etc.	7.5	Temporary: non-record material. Review annually; destroy non-relevant material; return library books to library.
	STATSPEC TOTAL	15.8	

RECORDS CONTROL SCHEDULE

SCHEDULE NO.
23-72

OFFICE, DIVISION, BRANCH			CONCURRENCE	
		SI ████████████████████████		25X1A
OCI/Management Staff/Administrative Branch		TI ████████████████████████ Chief, Admin Branch	12 July 1972	

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	OCI ADMINISTRATIVE ISSUANCES Consists of notices, memoranda and regulations which reflect the policy, liaison activities and internal procedures for the Office. The files contain published copies, drafts, concurrences and consents.		
	a. Published copies. These are the official record files which contain one copy of each individual notice, memo and/or regulation.	0.3	Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years, then transfer to Records Center.
	b. Extra copies of notices, regulations, and memoranda maintained for reference and supplemental distribution.	0.1	Temporary. Destroy when obsolete or no longer needed for reference purposes.
2	CIA PUBLICATIONS FILES These are copies of published regulations, notices, and handbooks used for reference purposes.	2.0	Temporary. Destroy when obsolete or superseded.
3	CAREER SERVICE BOARD FILE Consists of minutes of meetings, agenda and material reflecting decisions, policies and action taken by the board on career planning, promotions, and other related actions.	0.1	Permanent. Disposal not authorized. Transfer to Records Center when no longer needed for reference purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	BUDGET AND ALLOTMENT FILES Consists of material submitted by OCI components for preparation of OCI's budget. Also consists of memoranda and other material received from other Agency components. Included are memoranda from the Budget Division, DD/I, and fiscal and finance. Also includes allotment advice, authorization, allotment ledgers, approved budgets, imprest fund, purchase orders, work papers, and other supporting documents.		
	a. One copy of office budget estimates, operating budget, preliminary estimates, revised budget submissions, and program calls.	1.5	Temporary. Destroy after twenty years. Transfer to the Records Center at the time the Budget is prepared. At the end of twenty years files are to be returned for review.
	b. Vouchered and unvouchered background material, allotment ledgers, expenditures, printing services, contracts, purchase orders, and other supporting documents.	17.5	Temporary. Destroy after three years. Cut off at the end of each fiscal year; retain in current files area for three fiscal years, then destroy.
	c. Discontinued.		
5	ADMINISTRATIVE SUBJECT FILES Consists of copies of memos, reports, procedures, and other administrative documents necessary for the administration of the staff activities. Included are personnel and other reports, vacancy notices, security, logistical, personnel matters, and other related matters.	10.0	Temporary. Destroy after three years. Cut off at end of each calendar year; retain in current files area for two years, then transfer to Records Center.

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	PERSONNEL FILES		
	a. Personnel Files	17.0	
	These are individual folders maintained on OCI employees which contain copies of personnel actions, travel documents, security, training, and other personnel matters concerning each employee.		Temporary. Destroy after separation of employee. Transfer to gaining office upon transfer of employee to other Agency components.
	b. Personnel Referral File		
	Consists of 5 x 8 cards for applicants whose file was referred to OCI for possible recruitment. Cards reflect date application referred, comments regarding interview, qualifications, status and stage of processing and other data of interest to the staff.	0.5	Temporary. Destroy after two years. Screen files annually and destroy those in which office has expressed no interest. For those entering on duty, transfer card to personnel file.
	c. Table of Organization File	0.5	
	Consists of form OF 4b maintained for each employee reflecting grade, position, title, and dates of personnel actions. Cards are used as locaters and for planning purposes. Cards are maintained by organization.		Temporary. Destroy after separation of employee. Transfer to gaining office upon transfer of employee to other Agency component.
	d. Discontinued.		
7	RECORDS MANAGEMENT FILES		
	These files consist of documents maintained in carrying out the Records Management Program for the Office. Record material is maintained in the file of the Records Administrative Staff.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	a . Records Disposition Program	4.0	
	Consists of copy of the Records Control Schedule, Records Retirement Request on Collateral Material, reports to Records Administrative Staff, and procedures of instructions relating to the program.		Temporary. Destroy when superseded or when notices received that all records under a job number have been destroyed.
	b. Vital Material File	0.1	
	Consists of signed copies of Form 620 (Vital Material Transfer slip), correspondence, detailed listings, inventories and procedures. Maintained as a control and reference for material transferred to the Records Center.		Temporary. Destroy when obsolete, superseded, or no longer needed for reference purposes (except signed transfer slips shall be retained).
8	CONVENIENT FILE (CHRONO)		
	These are extra copies of outgoing communications which are used for reference purposes.	0.1	Temporary. Destroy after two years. Cut off annually. Hold for two years then destroy.
9	LIBRARY PURCHASE REQUEST FILE		
	These are retained copies of IBM forms or similar forms which are used for procurement of books, subscriptions to magazines, newspapers, etc. through the Library. Record copies maintained in OCR Library.	0.2	Temporary. Destroy when no longer needed for reference purposes.
10	TRAINING FILES		
	a.. Consists of correspondence, requirements, bulletins, manuals and other material pertaining to Agency training courses and briefings.	3.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.

FORM NO. 139a USE PREVIOUS
1 JAN 56   EDITIONS.   RECORDS CONTROL SCHEDULE - CONTINUATION SHEET   (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10	b. Consists of 5 x 8 cards for OCI personnel indicating courses attended, recommended courses to be taken and other training had or required.	0.3	Temporary. Destroy after separation or transfer of employee.
11	TRAVEL FILES Consists of copies of memos, reports, procedures, and other documents relating to OCI's travel program.	4.5	Temporary. Destroy when obsolete or no longer needed for reference purposes (except all staff studies and other related documents shall be incorporated in subject's personnel file).
12	CABLE FILES Consists of incoming and outgoing cables on matters relating to travel and assignments of OCI employees overseas. Filed by area.	0.1	Temporary. Destroy when no longer needed for reference purposes (except those relating to overseas assignment shall be incorporated in subject's personnel file).
13	REFERENCE MATERIAL Consists of books, periodicals, publications and brochures. These are maintained for reference purposes.	5.0	Temporary. Destroy when no longer needed for reference purposes.
14	OFFICE POLICY FILES (Transferred from Executive Officer) a. These files consist of the policy and procedures of the office. Includes correspondence, reports and staff studies relating to management, procedures, security, manning tables, meetings, planning papers, overtime and other documents. Files are used by the D/OCI, DD/OCI, and the Chief, Administrative Branch. Filed by subject. b. Discontinued.	0.5	Permanent. Disposal not authorized. Transfer to Records Center when no longer needed for reference purposes.

25X1A

15 January 1973

MEMORANDUM FOR: Chief, Records Administrative Branch

ATTENTION   : ██████████   STATINTL

SUBJECT   : Transfer of Records Control Schedule for
                 Studies in Intelligence

     The functions and records for the Studies in Intelligence
were transferred from OCI to the Office of Training in December
1972. Accordingly you are hereby requested to transfer items
3a and 3b of the Foreign Liaison Office, OCI Records Control
Schedule 23-72 to the Office of Training.

     For your information, no records for this activity are
in storage at the Records Center, however, one cubic foot of
records is presently being held in OCI awaiting your instruc-
tions.

███████████████████████████   STATINTL

                        Records Officer, OCI

Attachment: Records Control Schedule

                                                              STATINTL

███████████████████████████

Approved ████████████████████   17 January 1973
         Chief, Records Administration Branch   date

cc: Rec Ctr
    OTR.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	STUDIES IN INTELLIGENCE ✕ The Studies in Intelligence is a quarterly professional journal circulating within the US Intelligence Community. Files retained by Studies are the operating files of manuscripts, correspondence, etc. And other correspondence and material of record concerning the history and policies of the Studies in Intelligence.	8.0	The bulk of the spare copies are retained in Records Center. Surplus copies are destroyed or retained. Oldest material to be retained indefinitely for Agency historical purposes.
	a. Staff correspondence relating to establishment of Studies in Intelligence publication.		Permanent. Disposal not authorized. Retire to Records Center when no longer needed.
	b. Studies in Intelligence publications.		Temporary. Destory when no longer needed for reference purposes. (Permanent copy of publication retired by Agency Historical Officer.)
4	PANEL SECRETARY FILES Includes file copies of instructions and guidance pertaining to the CIB and statistical summaries of CIB production during the past three years.	.1	Permanent. Disposal not authorized. Retain in current file area.

✕ Function and responsibility for Studies in Intelligence transferred to OTR in Dec 1972. Files retired or Transferred to OTR as appropriate to RecCtr

25X1A

17 Jan '97

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RECORDS CONTROL SCHEDULE			SCHEDULE NO. 23-72	25X1A
			CONCURRENCE	

OFFICE, DIVISION, BRANCH	SIGNA█████████████████████
OCI/CAREER DEVELOPMENT OFFICE	TITLE DATE
	OCI Career Development Officer

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	GENERAL REFERENCE FILE		
	Memoranda, correspondence, and data on academically oriented organizations and personnel; career development action data.	7.0	Temporary. Continuous purging and additions.
2	LIBRARY MATERIAL		
	Books on management and career development; college catalogs and related data; books on Asia.	6.0	Temporary. Continuous purging and additions.
3	REFERENCE PERIODICALS		
STATSPEC	████████████████████████████████	4.0	
	Disposed material-December 1971		
4	CURRENT INTELLIGENCE ANALYSTS FILES		
	Card Files		
	Communist China Digest index filed by source. Disposed of material--December 1971	2.7	

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RECORDS CONTROL SCHEDULE	SCHEDULE NO. 23-72	25X1A

CONCURRENCE

OFFICE. DIVISION. BRANCH	SI█
OCI/PLANS & TECHNOLOGY OFFICE	TI█

OCI Plans & Technology Officer

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	GENERAL REFERENCE FILE Memoranda, correspondence and reports on plans and technology matters.	3.0	Temporary. Continuous purging and additions.
2	LIBRARY FILES Manuals and catalogs on ADP matters.	1.0	Temporary. Continuous purging and additions.

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RECORDS CONTROL SCHEDULE	SCHEDULE NO. 23-72	25X1A

OFFICE, DIVISION, BRANCH	SIGNATU███████████
OCI/PRODUCTION STAFF/OFFICE OF THE CHIEF	TITLE Chief, Production Staff DATE

ITEM NO.	FILES IDENTIFICATION (*TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES*)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	**SUBJECT FILES** Memoranda, reports and papers relating to dissemination, and control activities. The files reflect the administrative support for these functions and include dissemination procedures and instructions, SI pouch procedures, notices, releases other subjects. Filed by subject. (1963 to date)		
	a. Substantive and documentary material.	0.3	Permanent. Disposal not authorized. Cut off annually and retire to Records Center after one year.
	b. Administrative and transitory material	0.6	Temporary. Destroy after 3 years. Cut off at the end of each calendar year; retain for two years, then transfer to the Records Center.
2	**CABLE FILE (CIA)** These are extra copies of information and action cables (in and out) which are received in OCI. Record copies are maintained by the Division taking action. Filed numerically. (1971 to date)	1.5	Temporary. Destroy after 6 months.

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3 √	EXCHANGE RELEASES		
	File reflects the dissemination of intelligence material. Included are requests for permission to release material to foreign governments and memos authorizing the release. Filed chronologically. (1970 to date)	0.5	Permanent. Disposal not authorized. (Cut off at the end of each calendar year; retain for one year, then transfer to the Records Center.)
4 √	STANDARD DISTRIBUTION LIST		
	a. These are standard distribution lists prepared and maintained for the distribution of OCI publications and for the distribution of intelligence memoranda. (1970 to date)	1.8	Permanent. Disposal not authorized. (Cut off at end of each calendar year; retain in current files area for two years, then transfer to Records Center
	b. Requests for changes to distribution lists which are initiated from memos, telephone requests, etc. Filed by publication. (1968 to date)	0.3	Temporary. Destroy after 1 year. (Cut off file at end of each calendar year; retain for one year and destroy.
5 √	DISPATCH RECEIPTS		
	These are 3 x 5 control slips maintained for the purpose of locating incoming dispatches within the office. Filed by station and number.	.02	Temporary. Destroy after 1 year or when further reference no longer required.
6	REFERENCE MATERIAL		
	√ a. Publications Reference Material These are copies of the CIB, Weekly Review, Weekly Summary, and other publications retained for reference.	1.0	Temporary. Destroy when no longer required for further reference purposes.
	b. Reference Material Books, periodicals, etc. retained for reference.	0.5	Temporary. Return to Library, Supply, or destroy when no longer needed.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	**PUBLICATIONS FILE** These are copies of Intelligence Memos, and other publications retained for reference purposes and extra distribution as necessary.		
	a. Reference copies (1967 to date)	5.0	TEMPORARY. Disposal not authorized. Destroy when no longer needed for reference purposes.
	b. Extra copies (1966 to date)	39.3	TEMPORARY. Destroy when no longer required.
8	**INTELLIGENCE MEMO INDEX** Consists of 3 x 5 cards for locating or identifying intelligence memos either by subject or number. Filed by subject and number. (1963 to date)	0.4	TEMPORARY. Destroy when no longer required.
9	**PSEUDONYM INDEX** Consists of 3 x 5 index listing pseudonym and cryptonyms used in Agency cables, dispatches, etc.	0.1	TEMPORARY. Destroy when no longer required.

SECRET

RECORDS CONTROL SCHEDULE	SCHEDULE NO. 23-72	25X1A

OFFICE. DIVISION. BRANCH

OCI/PRODUCTION STAFF/PRESENTATIONS BRANCH

CONCURRENCE
SIGNA▮ ▮▮▮▮▮▮▮▮▮▮▮
TITLE   Chief, Presentations Branch   DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1 √	**SUBJECT FILES** Consists of copies of memos through or to the Branch and memos originating with the Branch's SOP. Administrative and housekeeping type records; also files of all Hq. regulations, issuances of all notices of OCI, DDI, Vacancy Notices, Employee Bulletins, OTR Special Notices, OTR Bulletins, and Support Bulletins. Reference type materials are Studies in Intelligence, Chiefs of State and Cabinet Members of Foreign Governments, Congressional Directory, Foreign Service List; CIA Directories and other US Government Agencies. These files are used for administrative and reference purposes. Filed by subject, country, or organization.	4.0	Temporary. Destroy when obsolete or no longer needed. Destroy notices and regulations when superseded.
2 √	**TOP SECRET LOG** Log maintained on all top secret documents in and out of the Branch. Includes the signature of the custodian and witnessing officers. Top green sheets are then forwarded to the Registry Branch for file.	0.1	Temporary. Destroy 10 years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside Control Point.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3 √	**BRIEFING FILES** These files consist of finished briefings, notes and materials used in briefings, and graphics that support the briefing. Files are retained for reference purposes and include, but are not limited to, those listed.		
	a. National Security Council Briefings, Congressional and Miscellaneous Briefings, as well as records of Briefings given, and "Memorandum for the Record" concerning them.	14.0	Permanent. Disposal not authorized. Cut off at end of each year; retain in current file area for two years, then transfer to Records Center.
	√ b. Also Office of Training, Office of Personnel, and Library Staff Briefings, includes memos, notes and record of items used during the Briefing.	4.0	Temporary. Destroy when no longer needed.
4 √	**REFERENCE MATERIAL - COUNTRY FILES** All source material which includes OCI publications, NIE drafts and NIE finals, & OER reports. Files are used as background material in preparing for Briefings. Maintained by country.	2.0	Temporary. Destroy after material is no longer needed.
5 √	**FOREIGN LIAISON FILE** Consists only of Branch correspondence retained for brief periods relating to the conduct of our business. Maintained for reference purposes. (Transferred to Foreign Liaison Officer)		Temporary. Destroy after 6 months.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	OCI PUBLICATIONS FILES Consists of published copies of all OCI Intelligence publications except the Night Journal. These constitute the official record of this Branch, together with extra copies which are maintained for reference, and supplemental distribution within the Branch. a. The following publications are included: Central Intelligence Bulletin (Black, Red, White), Central Intelligence Weekly Review, Central Intelligence Summary, Special Reports; also includes Intelligence Memorandas from OCI, the Directorate of Intelligence, and CIA. 1. Intelligence Memoranda: Such memoranda may be produced as a hard copy or in typescript, on a self-initiated basis or as a result of requests from within or outside the Agency. The D/OCI requires that current, open files be maintained for a full calendar year. Each folder has at least one copy of the memo, plus extra copies, plus the record data accompanying them. Such record data indicates who requested the memo, who wrote it, with whom it was coordinated, whether or not it has been released to foreign intelligence services, and whether it was sent to DDI Reps abroad. Copies of a few selected memos: OSR, OSI and OER are maintained for 6 months period for reference purposes and for use in Briefings.	24	Permanent. Disposal not authorized Cut off at the end of each calendar year; retain in current files area for two year, then transfer to Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	b. Extra copies of OCI Publications maintained for reference and supplemental distribution.		
	1. Central Intelligence Bulletin (Black, Red, White), Central Intelligence Weekly Review, Central Intelligence Summary, Special Reports.	4.0	Temporary. Destroy after 3 months; destroy oldest month's supply upon filing the current month.
	2. South Vietnam Daily Sitreps and South Vietnam Biweeklies. (Discontinued)		Temporary. Destroy sitreps after 6 months; destroy biweeklies after 1 year; destroy oldest month's supply upon filing the current month. (Disc)
	c. Drafts - these are edited manuscripts that are maintained for a check against the published copies and are held for a short time for reference purposes.		
	1. Central Intelligence Bulletin (Black, Red, White), Central Intelligence Weekly Review, Central Intelligence Summary, Special Reports.	4.0	Temporary. Retain for 3 months, then destroy; destroy oldest month's supply upon filing the current month.
7	CABLES FILE		
25X1A 25X1A 25X1A 25X1A	Copies of cables to and from the field stations are filed. ▓▓▓▓▓▓ draft weekly, special assessments, notes, and final version, ▓▓▓▓▓▓ draft weekly and final version, and CIA comments; ▓▓▓▓ including DDI Rep's comments on ▓▓tings; Far East, Near East, Africa, World and Latin America Briefs; Vietnam Weekly Review for ▓▓▓▓▓▓ European Brief; original draft copies of above; copies from and to field stations providing or requesting information. Cable forms are kept in the same space area.	4.0	Temporary. Cables/drafts are kept on a 3 month basis. Destroy oldest month's material upon filing the current month.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8 √	**DESTRUCTION RECORDS** Log maintained for recording destruction of documents within the Branch. Contains internal record of destruction.		TEMPORARY. Retain in current files for 3 months then transferred to the OCI/Registry. See Item #3-Registration Branch. TEMPORARY. Retained for 3 months, then destroy, Index record of published items released to the Foreign Liaison Reps are returned to the Records Center on a permanent basis under Item Number 6a.
10 √	**LIBRARY MATERIAL** Technical and reference books obtained from the library for indefinite loan. These include Foreign Language Dictionaries, Thesaurus, Style Manuals, and others.	2.0	TEMPORARY. Disposal not authorized. Return to the CIA Library when no longer needed.
11	**VIEW GRAPHS** View Graphs are used in the support for DCI's Briefing, National Security Council and other senior offices of the Agency. (Discontinued)		PERMANENT. Unless view graph is outdated or no longer used. (Disc)

25X1A

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12 √	STUDIES IN INTELLIGENCE The Studies in Intelligence is a quarterly professional journal circulating within the US Intelligence Community. Files retained by Studies are the operating files of manuscripts, correspondence, etc. And other correspondence and material of record concerning the history and policies of the Studies in Intelligence. (Transferred to Foreign Liaison Officer)		25X1A The bulk of the spare copies are retained at ▮▮▮▮▮▮. Surplus copies are destroyed or retained. Oldest material to be retained indefinitely for Agency historical purposes.

RECORDS CONTROL SCHEDULE · CONTINUATION SHEET   (41)

RECORDS CONTROL SCHEDULE	SCHEDULE NO. 23-72	25X1A

CONCURRENCE

OFFICE, DIVISION, BRANCH	SI█████████████████
OCI/Production Staff/Publications Support Branch	TITLE Chief, Publications Support Branch DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	SECTION ADMINISTRATIVE FILE Contains copies of memos, notices, operating procedures, requisitions, guides and other papers relating to the technical and administrative activities of the section. File contains SOP's for typing, reproduction and dissemination of publications. Used as a working aid in preparing OCI publications and for reference purposes.	5.0	Temporary. Screen files periodically and destroy material no longer of current interest (except that inactive files determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed.)
2	CONTROL BOOK Numbers assigned in blocks by months for all OCI publications. Records are maintained to control the numbers.	1.0	Temporary. Destroy after one year.
3	REFERENCE MATERIAL Samples of format of publications, instructions guides, brochures on reproduction equipment and results of tests performed with reproduction or photo equipment. Retained for reference purposes.	14.0	Temporary. Destroy when obsolete.

RECORDS CONTROL SCHEDULE			SCHEDULE NO. 23-72	25X1A

CONCURRENCE

OFFICE. DIVISION. BRANCH	TITLE	
PROD STAFF, REGISTRATION BRANCH	C/Registry	23 May 1972

ITEM NO.	FILES IDENTIFICATION *(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)*	VOLUME *(CUBIC FT.)*	DISPOSITION INSTRUCTIONS
1	REGISTRY ADMINISTRATIVE FILE Consists of copies of regulations, notices, security and pouch procedures and memos used in the administration of Branch activities. Filed by subject category. (1971 to date)	3.0	Temporary. Destroy after 1 year or when superseded.
2	COMMUNICATION CONTROL FILES These consist of various types of logs and control records maintained on the receipt, distribution and disposition of documents in OCI.		
	a. Collateral Log (Secret). These are 3X5 forms used for recording logging, routing and destruction of collateral material. It contains the document number, originator, date, subject title and to whom sent. (1970 to date)	.2	Temporary. Destroy after 1 year. (Maintain a 12-month level; thereafter destroy the earliest month upon filing the current month's cards).
	b. Special Intelligence Log. These logs are maintained for control of special intelligence documents. Filed by SC number. (1970 to date)	2.8	Temporary. Destroy after 2 years. (Cut off at the end of each calendar year; retain in current files area for two years then destroy).
	c. TS Logs. These are TOP SECRET posting Records which contain signatures of recipients and pertinent data required.	.4	Temporary. Destroy 10 years after documents shown on forms are downgraded, destroyed, or transferred outside the control point.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	DESTRUCTION RECORDS This is a central file for the record destruction of special intelligence documents in OCI and other components of the Agency. Some destruction lists are signed others are not. File also contains triplicate copy of receipt form used to record destruction of documents returned from JCS, AEC, White House and others. Filed by offices. (1963 to date)	2.0	Permanent. Disposal not authorized (Cut off file at end of each calendar year; then transfer to the Records Center).
4	COURIER RECEIPT FILES These are copies of courier classified mail receipts Forms 240a and Form 1537 containing signatures of recipients. Filed numerically.	.5	Temporary. Destroy after 6 months. (Retain in current files area for 6 months then destroy).
5	TRIP TICKETS These are trip tickets for material delivered by or picked up by the courier. Ticket is time stamped in and out, contains a record of the envelope number and signature of courier. Maintained for control purposes. (Current)	.5	Temporary. Destroy after 3 months. (Cut off at the end of each month; hold for three months then destroy).
6	POUCH AND MANIFEST RECEIPT FILE Consists of various types of listings and manifests for special intelligence material received or sent from OCI. File also includes the classified mail receipt to sender, ARFCOS Form 1, and other control forms relating to these special documents. (1970 to date)	13.0	Temporary. Destroy after 5 years. (Cut off at end of each calendar year; retain in current files area for two years then transfer to Records Center).

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	DOCUMENT RECEIPT FILES These are receipts (Form 615) which have been signed by recipients for classified documents received by them.		
	a. T.S. Receipts (1963 to date)	.5	Temporary. Destroy after 2 years. (Cut off file at end of each calendar year; retain in current files area for one year then transfer to the Records Center).
	b. Collateral Receipts (1970 to date)	1.1	Temporary. Destroy after 2 years. (Cut off at end of each calendar year; retain in current files area for one year then transfer to the Records Center).
	c. Special Intelligence Receipts (1970 to date)		
		14.5	Temporary. Destroy after two years.
8	REGISTERED DOCUMENT CONTROL FILES		
	a. Transfer Report File. Consists of Form 312 used for logging and recording transfer of registered documents from one office to another within the Agency. Filed chronologically. (1951 to date)	1.0	Temporary. Destroy 10 years after documents shown on forms are downgraded, destroyed or transferred outside the control points.
	b. Registered Document Report File. These consist of Semi-Annual Report of Transfer Certificates of serial documents showing accountability required on this type of material. (1951 to 1967) (File discontinued)	.5	Temporary. Disposal not authorized. Retain in current files area indefinitely.

FORM NO. 139a USE PREVIOUS
1 JAN 56   EDITIONS.   RECORDS CONTROL SCHEDULE - CONTINUATION SHEET   (41)

RECORDS CONTROL SCHEDULE			SCHEDULE NO. 23-72	25X1A
			CONCURRENCE	
OFFICE, DIVISION, BRANCH OCI/Production Staff/Indications			SIG ████████████ TIT ████████████ Indications Officer	

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	WATCH COMMITTEE REPORTS Reports of Watch Committee maintained for Chairman of Watch Committee 1971-1972	4.0	Temporary. Destroy after two years.
2	INDICATIONS REPORTS These reports contain basic papers such as general indicator lists, warning surveys, ████████ alert systems and other sensitive documents. 1950 to date.	6.0	Temporary. Destroy when no longer needed in current files area.
3	SUPPORTING DOCUMENTS These are supporting documents for indications and Watch Committee reports, also includes briefings, notes and graphics.	3.0	Temporary. Destroy after two years.
4	REFERENCE PUBLICATIONS These include copies of the CIB; CIWR and DIA items; NSA summaries, memoranda, and other publications used for reference purposes.	1.0	Temporary. Destroy after one year. Review file periodically and destroy inactive material.

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(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	SOURCE MATERIAL FILES These files contain raw intelligence information such as Cables, Teletype items, press items, notes, clippings, and other items used by the analysts in preparing contributions for Watch Committee Meetings.	2.0	Temporary. Destroy after one year. Review file periodically and destroy inactive material.
6			
7	PERSONNEL FILES Personal papers for Indications Staff	1.0	Temporary. Destroy after transfer or separation of employees.
8	SWWG Files of the CIA Member of the inter-agency Strategic Warning Working Group (SWWG) from 1967 to present.	4.0	Temporary. Destroy when no longer needed for committee support; screen out periodically.

25X1C

FORM NO. 139a USE PREVIOUS EDITIONS.
1 JAN 56

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

(41)

RECORDS CONTROL SCHEDULE	SCHEDULE NO. 23-72	25X1A

	CONCURRENCE
OFFICE. DIVISION. BRANCH	SIGNATURE ███████████████
Research Staff/OCI	TITLE Chief, Research Staff DATE 29 June 1972

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	ADMINISTRATIVE FILES Memos, inter-office correspondence, personnel data, regulations, notices, instructions, and procedural material and personal working papers.	6.0	Temporary. Destroy when revised, superseded, or no longer needed for current activities.
2.	INTELLIGENCE PUBLICATIONS Copies of intelligence publications used in day-to-day operations. Includes Weekly Review Special Reports, NIE's, Intelligence Memorandums, Reports, Handbooks and similar material.	12.5	Temporary. Destroy when revised, superseded, or no longer needed for current activities.
3.	NIS PRODUCTION a. Standard files pertaining to scheduling, production status, drafts, interagency coordination and related reports in support of the NIS program, and editorial and standard instructions.	9.0	Temporary. Retain until no longer needed in current files area.
	b. 5 x 8 card record for maintaining running account of current NIS production.	1.0	Temporary. Retain indefinitely in current files area.
4.	NIS REFERENCE FILES General Surveys, Social Characteristics sections, Sections 41 through 57, Factbooks Gazetteers.	18.5	Temporary. Destroy when sections are revised or removed from the NIS active inventory.

FORM NO. 139 USE PREVIOUS EDITIONS.
1 JAN 56

(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
			(Continued) Research Staff/OCI Page 2
5.	OCI HISTORY FILES		
	Records and documents relating to the history of OCI.	16.0	Retain until the history project is complete then transfer to the CIA archives.
6.	OCI ASSESSMENT FILES		
	3 x 5 card record for assessment of OCI production.	1.0	Temporary. Destroy when no longer needed for current activities.
7.	REFERENCE MATERIALS		
	Books, periodicals and other reference aids used in day-to-day operations.	11.5	Both temporary and permanent. Transfer materials of continuing value to the library when no longer needed. Destroy materials of transient value when no longer needed.
	TOTAL	75.5	

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RECORDS CONTROL SCHEDULE		SCHEDULE NO. 23-72		25X1A
		CONCURRENCE		
OFFICE. DIVISION. BRANCH		SIGNAT ████████████████████		
DDI/OCI/Special Projects Staff		TITLE ████████████████		
		Chief, Spec Proj Staff		15 June 1972

ITEM NO.	FILES IDENTIFICATION (TITLE. DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	THE PRESIDENT'S INTELLIGENCE CHECKLIST AND INTELLIGENCE REVIEW OCI publication - June 1961 to November 1964	4.0	Permanent. Disposal not authorized. Retain in current file area indefinitely. Transfer to Records Center when no longer needed for current activities.
2	HIGHLIGHTS OF THE WEEK OCI publication dated 18 Dec 1964 to 26 February 1965	0.5	Permanent. Disposal not authorized. Retain in current file indefinitely. Transfer to Records Center when no longer needed for current activities.
3	THE PRESIDENT'S DAILY BRIEF OCI publication - Dry runs and publications - December 1964 to present	14.5	Permanent. Disposal not authorized. Retain in current file area indefinitely. Transfer to Records Center when no longer needed for current activities.
4	SPECIAL DAILY REPORT ON NORTH VIETNAM OCI publication - supplement to President's Daily Brief - 7 Sept 1967 to 20 Jan 1969	2.0	Permanent. Disposal not authorized. Retain in current file indefinitely. Transfer to Records Center when no longer needed for current activities.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	███ MATERIAL Highly sensitive material used as sources in President's Daily Brief - 1968 - present	1.0	Permanent. Disposal not authorized. Retain in current file area indefinitely. Transfer to Records Center when no longer needed for current activities.
6	SPECIAL STUDY - CHINESE DECISION-MAKING: THE LONG MARCH AND THE LONG WAR 24 February 1966	0.2	Permanent. Disposal not authorized. Retain in current file area for another year, then transfer to Records Center.
7	DOCUMENTS OF INTEREST Cables, press items, memos and other documents used as source material in Briefs. 1966-present	0.4	Temporary. Destroy when no longer needed for reference purposes.
8	CORRESPONDENCE ON THE BRIEF Letters and memos from the White House and VIPs relating to the Brief	0.4	Permanent. Retain in current file, then transfer to Records Center when no longer needed.
9	PERSONNEL FILES Consists of personal papers of PDB Staff; T&A Records; work schedules, DDI notices, regulations, personnel records and directories	2.0	Temporary. Destroy when employees are separated or transferred; or when regulations are updated.

SECRET

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET   (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10	SUPPORT CABLES		
	Cables to President and members of cabinet, CIA Director, and other VIPs when they are on overseas trips.	1.0	Temporary. Destroy after two years.
11	COUNTRY FILES		
	PDB items filed by country and/or subject, for quick reference.	2.0	Temporary. Destroy when no longer needed for reference purposes.

RECORDS CONTROL SCHEDULE		SCHEDULE NO. 23/72	25X1A
		CONCURRENCE	

OFFICE. DIVISION. BRANCH

OFFICE OF THE CHIEF, EUROPEAN DIVISION, OFFICE OF
CURRENT INTELLIGENCE

SIG ████████████████████████████

TITLE Chief, European Division   DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DIVISION ADMINISTRATIVE FILES Contains memoranda, reports, and other documents accumulated for administration of Division activities; files also reflect procedures and support functions of the Division. Some specific subjects include career service, training, security, requirements, travel and others.	1.0	Temporary. Destroy when obsolete or no longer needed. Retain in current files area. Screen files annually.
2.	PERSONNEL ADMINISTRATIVE FILES a. Contains correspondence, memos, and reports relating to applicants and employees leave records, job descriptions, overtime rosters, vacnacy notices, work schedules and other related personnel matters. Files maintained by subject or names.	.5	Temporary. Destroy after one year.
	b. Individual personnel folders which contain data.	.5	Temporary. Destroy when individual leaves the Division.
3.	REGULATIONS AND NOTICES These are copies of DDI, OCI, CIA regs and notices which are maintained for reference purposes.	1.0	Temporary. Destroy when revised or obsolete.
4.	REFERENCE PUBLICATIONS Various OCI publications or those from other sources which are retained for reference purposes by the Division personnel for preparing contributions or items on	12.0	Temporary. Destroy after 2 years. (Except those which may be determined to have future value may be transferred to the Records Center for a 2 year retention period, then destroyed)

SECRET

ITEM NO.	SERIES IDENTIFICATION		DISPOSITION INSTRUCTIONS
4.	(continued) current intelligence matters. These include Central Intelligence Bulletin, Weekly Review, Intelligence Memos, NIEs AND SNIEs (both drafts and finals), National Intelligence Survey, Soviet Developments (daily & weekly), Current Sino-Soviet Relations, Briefings, etc.		
5.	CONVENIENCE FILES (CHRONOS) These are copies of memoranda prepared in the Division for signature of the Chief of the Division filed chronologically by Division and retained for reference purpose.	2.0	Temporary. Destroy after two years. Cut off annually; retain in current file area for two years, then destroy.
6.	COMMUNICATION LOGS a. Top Secret Log. Record of receipt & distribution of TS material, maintained in accordance with Security regulations. Log contains internal & signatures & record of destruction.	1.0	Temporary. Destroy 10 years after document shown on forms are downgraded, destroyed or transferred from this Division.
	b. Special logs also kept. Contains same information as TS Logs.	1.5	Temporary. Destroy 10 years after document shown on forms are downgraded, destroyed or transferred from this Division.
7.	PROJECT FILES These are special projects in which the Division has been involved since the start of the Nixon Administration. Some subjects include various NSSMS, NSDMS, & SALT.	8.0	Temporary. Files will be destroyed when there is no further need to keep them either for reference or when the administration changes. Record copy retained by other components.